

Personnel

AFSOC CIVILIAN OF THE YEAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY. This instruction implements AFSOC 36-10, Civilian Performance Management, and the requirements of Title 5, Code of Federal Regulation (CFR), Part 451 (Awards). It establishes the Air Force Special Operations Command (AFSOC) Civilian of the Year Program and sets forth the eligibility requirements used to identify and recognize the selectees. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. This instruction applies to all AFSOC civilian (appropriated fund) employees assigned within the command.

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Certified by: HQ AFSOC/DP (Col Toews)

Pages: 2

Distribution: F

1. **General.** The AFSOC Civilian of the Year Program recognizes outstanding civilian employees for superior job performance and other accomplishments. The award will be presented annually. The award period is 1 January - 31 December. Nominations are due to HQ AFSOC/DPC NLT 7 February.
2. **Eligibility.** All civilian appropriated fund employees assigned to AFSOC in one of the following three categories are eligible: (a) GS-01 thru GS-08; (b) GS-09 thru GS-12; (c) WG/WL/WS. Nominees for the yearly award are not limited to base quarterly award winners.
 - 2.1. Each AFSOC wing/group commander, AFSOC PSU commander (18 FLTS, USAFSOS, 720 STG, AFSOC ASOS) and HQ AFSOC/CCQ may nominate one civilian in each category to HQ AFSOC/DPC.
 - 2.2. Commanders can develop internal review/selection procedures to identify final nominees for submission to HQ AFSOC/DPC.
3. **Nominations.** Nomination packages will consist of (a) Write-up. AF Form 1206 (front and/or back) single-spaced in 10- or 12-pitch. Use category headings given in attachment 1. Submit 6 copies of each nomination. (b) Nomination Letter. Limited to one page, signed by wing/group/PSU commander (Director of Staff for HQ AFSOC nominee).
4. **Selection Procedure.** A board consisting of five individuals, two colonels and three civilians, GS-13 or higher, will review all AFSOC nominations to select the AFSOC Civilian of the Year in each category. Final selection/approval lies with AFSOC/CC.
5. **Recognition.** Winners will receive a plaque presented by AFSOC/CC during the Annual AFSOC Awards Banquet.

GEORGETTE M. TOEWS, Colonel, USAF
Director of Personnel

Attachment 1

**AF FORM 1206 CATEGORY HEADINGS FOR
AFSOC CIVILIAN OF THE YEAR NOMINATIONS**

LEADERSHIP AND JOB PERFORMANCE: (Specific outstanding achievements in the performance of assigned or related duties during the period nominated.)

COMMUNICATION SKILLS: (Demonstrated ability as an articulate and positive spokesperson for the Air Force.)

SIGNIFICANT SELF-IMPROVEMENT:

OTHER ACCOMPLISHMENTS: (Base and community involvement)

AWARDS AND RECOGNITION: